



MAY 2020

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"Joys from Judy"

It is always difficult to decide what to talk about each month as I want to bring joy but also need to use my platforms to bring awareness to current issues or updates for WHS. Last month, the same day the newsletter came out, our COVID client positive cases in the north were discovered. We immediately put our plans in place and isolation units were opened. Remember, only three clients showed mild symptoms, so we were unaware of any of our clients who were going to test positive. When the tests came back, I was surprised by the numbers due to the lack of symptoms that were present in these children.

Thank You to all of the staff that were willing to work in those units. As the clients come off of isolation, their regular schedules will begin and life goes back to the new normal.

I have heard that we have staff that are now raising concerns about working with potentially sick clients. The adults are concerned they may get sick. This has been a concern for the world since December 31st. That has not changed. We can stay "healthy" at work with the procedures we have put in place.

This is not going to go away quickly in our country, Michigan or at WHS. What we can control and need to do is follow all guidelines and procedures to stay healthy at work and outside of work.

Are you always wearing a mask in public, even with friends? Are you washing your hands regularly, after getting gas or opening a door? There are many places outside of work that you can get exposed and we need to keep our clients, co-workers and facilities clean and safe.

We are now working very hard for our return to work plans. Mr. Krolicki, Mr. Whitney and myself are all involved in a workgroup that will report out the governor as to how our facilities will return to work safely. That includes visitors on-site and clients returning to having home visits. None of these issues are easily decided, but please know we are being extremely thoughtful and following all CDC and our local Health departments to develop our procedures. Wolverine will be going back to a new normal, but we will all be working. Some will be called back from layoffs, we will be hiring new youth care workers and others may have different job responsibilities. We are continuing to adapt as our needs continue to change.

As always, thank you to all during these stressful times. Summer is coming but I do hope we can all start seeing each other soon, **WITH A MASK ON!** I have tried to order some “fancy” ones but have not been successful. They will be a new addition to our outfits and work clothes!

Take care and be safe!

-JUDITH FISCHER WOLLACK, CEO-

---EVENTS---

ANNUAL SURVEY

WHS Annual Survey coming in August!

Every employee who completes the survey has a chance to win 1 of 20 – \$25 gift cards! These surveys are crucial to hear everyone’s voices on how we can improve WHS as a whole by both strengthening what we are doing well and improving areas where we are not doing so well. Thank you in advance for your participation!

For more information: events@wolverinehs.org

To donate: donate@wolverinehs.org

OUTDOOR EVENTS

Wolverine Human Services is proud to sponsor SUPERHERO day at the Jimmy John’s Field in Utica on Sunday August 2nd

The Piggy Bank Project Foster family Picnic is Sunday August 2nd 12:00 pm at the Jimmy John’s field in Utica.

[Foster families are invited to enjoy an all-you-can-eat BBQ Buffet](#), watch a USPBL Baseball game, enjoy the



---PROGRAM HIGHLIGHTS---

WGRC held its first virtual high school graduation for a client.

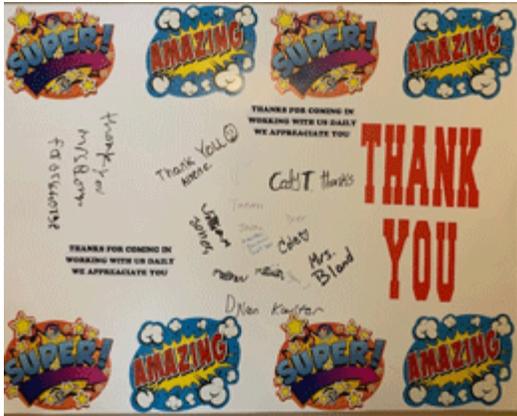
Special thanks to all the folks at WGRC that helped ease the transition between leadership on the site. I know change isn't easy, but all of your efforts to help children are noticed and very much appreciated!



Thank you to all of the residential staff working with children during this global pandemic. You continue to show care and concern for others while working many hours. Vassar House and Wolverine Secure staff especially who have worked in isolation units from the beginning of the month. While it has been a challenging month, we've learned a lot during this process and it only makes us stronger, better educated and leaders in our industry. I am proud of everyone and

have shared this on a statewide level with our State Leaders and Politicians.

WC was able to get all clients tested for COVID and everyone tested negative. WC made thank you posters for all staff for diligently coming to work daily during the pandemic.



First and Most **IMPORTANTLY**, we would like to **SHOUT OUT** and **THANK** all the staff that stayed on and not only worked their shifts but covered hundreds of extra hours while Vassar House was taking care of kids that tested positive for COVID.

Once again, Thank you to the real Heroes of children! You truly deserve praise for the amazing work and care you've given this month! *Chapman, Winston, McBride, Terbush, Pratt, Berent, Greer, Petit, Cohn, R. Anderson, Bensih, Ramirez, Stuckey, C. Williams, Omar, Reyes, Horrisberger, Dingwall, B. King, Mayo, Owczarzak, Thomas, Mireles, Brown, J. King, Tuttle, Brown, Moore Berka, Quick, Uncle Duck, Matthews, Wilson, H. Shepard, Martin and Pantoja.*

As we move forward this summer, we must remain vigilant in our fight to slow/stop the spread of the COVID virus. Simple measures such as testing, washing hands, wearing a mask and social distancing (as much as we can in our field) will certainly help protect you and the children we take care of daily. Soon, State officials will begin making plans to open more businesses as positive cases continue to trend downwards meaning we will prepare for visitors on-site as well as off-site home visits by our clients. Your Program Leaders are working diligently to assure all safety measures are taken before, during and after such visits to avoid the spread of the virus as much as possible. Procedures will look different for visitations and we should expect to be proactive and innovative as we continue our successful safety measures.

I hope I didn't miss anyone. Your dedication to the VH goes above and beyond any words that I could put on paper. You are all special people and as they say, "It takes a village" and you are that village for our girls. We had one of our best months behaviorally that we have had in a while and that is because you all showed up, you cared for our kids and they knew that they were being taken care of.

Vassar House would also like to acknowledge Mr. Guilyot and Ms. Dyson from the Wolverine Center for leaving their homes and families to spend 2 weeks with us so that we had shift coverage and could provide some relief to our staff. We appreciate you both and you are welcome back at the Vassar House anytime!

A special acknowledgement of the VH SST team. During the month they not only helped cover shifts in the unit, but also took on added duties of delivering food from the cafeteria to the units, put their sewing skills to use to ensure that the masks for the girls were repaired as needed, they became laundry mat attendants to ensure that things remained cleaned and kept up and continued to complete all regular duties.

It goes without saying that Vassar House has an amazing clinical team, but I want to especially thank Ms. Mayo and Ms. B. King for jumping in and working as LOS during their shifts. These ladies suited up and worked elbow-to-elbow with the staff, often without even being asked. They saw a need and it was done. And thank you to Ms. Thomas for picking up extra shifts as LOS to assist when the site needed the extra help.



MHBS

witnessed a young man reach his educational goals and earn his high school diploma. We are all so proud of you Matthew and are amazed at your hard work.

Mr. Wilson and I would like to thank all our staff for their hard work and helping our clients. We deal day to day with a hard population and we respect and thank you for everything you do.

Great job to Mr. Brooker on earning staff of Month.
Well-deserved and we thank you!



Throughout May, the Foster Care, Independent Living, and Young Adult Voluntary Foster Care staff have continued to check on all our clients, weekly, to ensure their safety and well-being and have completed all home visits virtually. We have also strived to continue virtual family visits and have begun to introduce some face to face family visits slowly and safely for the cases that are able to have those types of visits. The staff have remained dedicated and determined to follow our mission of Helping Children to be Victors.



APPROVING HOURS AT THE END OF EACH PAY PERIOD

It is the responsibility of each employee to ensure that hours recorded are accurate. At the end of each pay period, all employees are required to review and approve their recorded time. Employees will validate their hours by electronically approving their timecard on the last shift worked each pay period. By approving your electronic timecard, you are attesting that your information submitted is complete and accurate. If there is an error noted after the approval deadline, and a payroll adjustment is required, adjustments will be made on the next regular scheduled pay date.

How to record time worked:

- A. Hourly employees must use the time clocks to record their time.
- B. It is the employee's responsibility to review his/her time record to certify the accuracy of all time recorded.
- C. The supervisor will review and then approve the time record before submitting it for payroll processing.
- D. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor should verify the accuracy of the changes in the time record.
- E. Unworked time for which an employee should be paid (such as APL, paid holidays) should be entered on the time record by the employee/supervisor.
- F. Exempt employees are not required to fill out hourly time records but must account for daily attendance.

Failure to use the time clocks jeopardizes WHS's ability to compensate employees for all time worked as required by law. Supervisors may estimate time worked by the employee based upon personal observations and the employee's work schedule in order to comply with the law. However, employees who fail to turn in their time record by using the time clocks will be expected to review their pay stub on the ADP portal. Employees must inform their supervisor if they believe the amount of compensated time is inaccurate within 14 days of receiving their pay record. The compensated time will be presumed accurate if the employee fails to inform the supervisor of any inaccuracy within 14 days. Further, employees who fail to comply with this policy and consistently fail to punch in and out may be subject to disciplinary action up to and including termination of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action up to and including termination of employment.

All employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time.

All employees who do not use a time clock will be paid for the time they actually worked according to their work schedule. In the event of a time change staff will be paid for actual hours worked within the pay period. Any time worked beyond the work schedule must be authorized and approved by your supervisor.

Failure of employees to note in writing any discrepancies in hours worked or amount of pay within two (2) weeks of receiving their pay shall be deemed an accurate statement without objection that the hours and pay are correct.

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